



DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER

2510 WALMER AVENUE

NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 1160.1A

CS 13 MAR 2001

NAVENVIRHLTHCEN INSTRUCTION 1160.1A

Subj: CAREER INFORMATION AND PROGRAM MANAGEMENT

Ref: (a) Retention Team Manual (NAVPERS 15878H)

Encl: (1) Professional Development Board Information Sheet
(2) Professional Development Board Members Responsibilities

1. Purpose. To outline the essential elements of the Navy Environmental Health Center (NAVENVIRHLTHCEN) retention program.
2. Cancellation. NAVENVIRHLTHCENINST 1160.1
3. Scope. To set policy and procedures for NAVENVIRHLTHCEN Professional Development Boards (PDBs).
4. Discussion. Successful career information program management is vital to retaining quality personnel. The career information and retention program is designed to implement proven techniques to enhance career development and upward mobility of the individual. The most important aspect of this program is to ensure that each individual is afforded a clear understanding of all incentive programs the Navy has to offer. The program will include a continuous review of all aspects of each member's professional development as documented in enclosure (1). Directorates without enlisted assigned may disregard this instruction.
5. PDB/Retention Team Organization. A PDB/Retention Team is established to accomplish the requirements and support the goals of reference (a). The PDB/Retention Team will consist of permanent and directorate personnel.

a. Permanent Members:

Commanding Officer
Executive Officer
Command Senior/Master Chief
Director for Administration
Command Career Counselor

13 MAR 2001

b. Directorate Personnel

Director
Deputy Director
Directorate Leading Chief/Leading Petty Office

6. Attendance. Permanent members will attend all PDB(s). Directorate personnel will attend only when personnel assigned to their directorate are being reviewed. Each enlisted person assigned to NAVENVIRHLTHCEN will personally appear before the PDB annually. PDB members' responsibilities are outlined in enclosure (2).



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List I (All NAVENVIRHLTHCEN Personnel)

13 MAR 2001

PROFESSIONAL DEVELOPMENT BOARD INFORMATION SHEET

Name: _____

Rate: _____ (ADSD): _____ EAOS: _____ PRD: _____

List of previous commands (with dates): _____

Marital Status: _____ Spouse Name: _____

Children's Name: _____

Any family conditions that would be a factor for follow on orders (EFM, etc.): _____

Advancement requirements met: _____

a) Time in Rate (TIR): _____ b) Date of Rank (DOR): _____

c) Outstanding requirements and projected completion date(s): _____

Watch Qualifications: _____

Follow on duty desires: _____

Special Commissioning Programs or Navy Schools desired: _____

Leave Balance: _____ Leave taken this fiscal year: _____

Off duty education/volunteer work: _____

Comments (Member and Commands): _____

13 MAR 2001

PROFESSIONAL DEVELOPMENT BOARD MEMBERS' RESPONSIBILITIES

1. Director, Deputy Director, Directorate Leading Chief/Leading Petty Officer
 - a. Interview the members to determine:
 - (1) Personal desires
 - (2) Wants and present needs
 - (3) Long range goals
 - b. Advancement eligibility:
 - (1) TIR
 - (2) DOR
 - c. Professional development of members and member's potential to assume greater responsibilities, positions of leadership:
 - d. Directorate manning plan (PRD) EAOS)
 - e. Professional performance, evaluations
 - f. Provide a completed PDB Information sheet (Enclosure 1)
2. Command Career Counselor
 - a. Special programs member eligible for
 - b. Reenlistment incentives
 - c. Selective Reenlistment Bonus eligibility
 - d. Record action items of the PDB and coordinate action
 - e. Maintain records of all PDB minutes
3. Director for Administration
 - a. Provide most recent EDVR data for member
 - b. Assist Command Career Counselor with preparation of the PDB
 - c. Provide member's service record

Enclosure (2)